

ad 2689

9 October 1952

TO: ADMIN/Personnel
FROM: A/Chief, STC/FI
SUBJECT: Reclassification of slots.

It is requested that the titles of the following slots be changed as indicated. The duties will be the same as previously described except that no shorthand will be required; for example, performing compilations of material on specific subjects; entering these compilations in classified notebooks of material to be the basis of operational aids; locates, excerpts or digests material in preparation of case studies to be the basis for CE operations; intelligent discrimination in the selection of such material; processing case reports, indicating what further processing is necessary; registry checks; typing.

<u>Slot</u>	<u>GS</u>	<u>From</u>	<u>To</u>
1212	4	clerk-steno.	clerk (typing)
90	4	secretary-steno.	clerk (typing)
107	5	secretary-steno.	clerk (typing)

[Redacted]

FI/PO.

[Redacted]

25X1A9a
25X1A9a

262
nb
10/15/52.